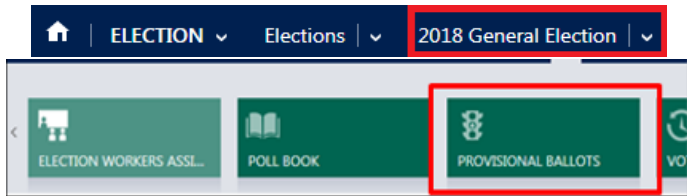


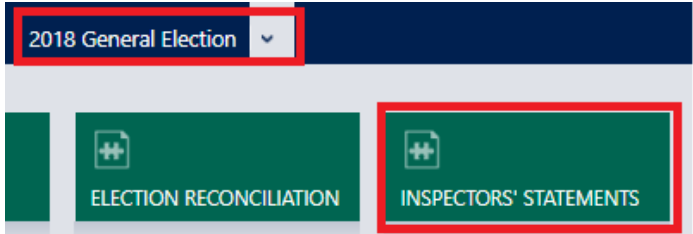
## WisVote Election Checklist II: Post-Election Election Tasks

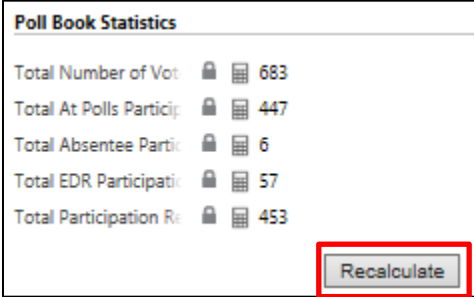
**General Election: November 6, 2018**

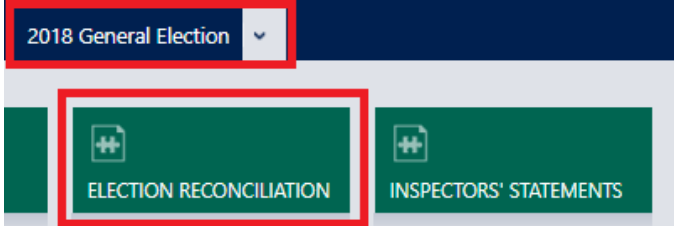
### REMINDERS:

- **Absentee Ballots**
  - All ballots must be returned in time to be delivered to the polling place no later than 8:00 pm on Election Day in order to be counted.
  - To aid in your reconciliation process, please make sure all absentee ballots are appropriately tracked in WisVote with the correct **Ballot Status Reason** and correct sent/returned dates.
- **Provisional Ballots** - If no provisional ballots were issued in your municipality for the election, there are no required steps on Election night. Check the **Provisionals Complete** Checkpoint by Friday, November 9, 2018.
- **Election Day Registrations (EDRs)** – Remember to enter EDRs under the appropriate poll book using the **EDR** button at the top of the page. **EDRs should not be entered through the Voter Registration tile.**
- **Election Reconciliation** (formerly WEDC/190 forms) is **now in WisVote**. Election reconciliation is now a two-step process in WisVote, beginning with completion of the **Inspectors' Statements** and ending with **Election Reconciliation**.
- **EDR Postcards Statistics** reporting is **now in WisVote**. See the bottom of page 4 for further guidance.

Tasks to Complete	Details
<input type="checkbox"/> <b><u>Municipal Clerks</u></b> : Post Provisional Ballot Information; Transmit unofficial Election Night results to County  <input type="checkbox"/> <b><u>County Clerks</u></b> : Post Unofficial Election Night Results on County Website  <b>Deadline: Election Night – November 6, 2018</b>	<p>As soon as possible on Election Night, the municipal clerk must post the number of electors who have cast provisional ballots. This number must be posted at their office and on the internet. Within 2 hours of votes being tabulated, municipal clerks must transmit returns, by ward or reporting unit, to the county clerk.</p> <p>County clerks must post all returns on the county website no later than 2 hours after receiving the returns on Election Night. This includes returns for local contests.</p> <p>Please verify WEC has the correct link for your results:  <a href="http://www.elections.wi.gov/clerks/directory/county-websites">http://www.elections.wi.gov/clerks/directory/county-websites</a> </p>
<input type="checkbox"/> <b>If provisional ballots are issued, complete Provisional Step 1 on Election Night:</b> <u>Provisional Step 1:</u> <input type="checkbox"/> Record the information from the Provisional Ballot Reporting Form ( <a href="#">EL-123r</a> ) into the WisVote Provisional Tile under the Election  See WisVote training materials: <a href="#">Entering a Provisional Ballot Record, page 2</a>	<p>Enter any provisional ballots for the 2018 General Election under the <b>Provisional Ballots</b> tile in the appropriate Reporting Unit.</p>  <p><b>NOTE: If a jurisdiction issues <u>zero</u> provisional ballots on Election Day, NO ACTION is needed on Election Night. Check the <b>Provisionals Complete</b> Checkpoint in WisVote no later than <b>Friday, November 9, 2018</b>.</b></p>

Tasks to Complete	Details
<p><u>Provisional Step 2:</u></p> <p><input type="checkbox"/> Update Provisional Ballot Information in WisVote</p> <p><u>Provisional Step 3:</u></p> <p>Check the Provisionals Complete Checkpoint</p> <p><b>Deadline: Friday, November 9, 2018</b></p>	<p>Voters who cast provisional ballots may provide the required documentation no later than 4:00 p.m. on Friday, November 9, 2018.</p> <p>Update the information in the 2018 General Election under the <b>Provisional Ballots</b> tile as it becomes available.</p> <p>Check the <b>Provisionals Complete</b> Checkpoint in WisVote after all of a jurisdiction's provisional ballots have been updated.</p>
<p><input type="checkbox"/> Complete Inspectors' Statements</p> <p><b>Deadline: No Later than December 6, 2018</b></p> <p>See WisVote training materials: <a href="#">Elections Reconciliation Process</a></p>	<p>Enter the information in the 2018 General Election under the <b>Inspectors' Statement</b> tile for each reporting unit.</p>  <p><i>NOTE: WEC Staff recommends you complete your Inspectors' Statements <b>prior</b> to entering your voter participation.</i></p>
<p><input type="checkbox"/> Record Rejected Absentee Ballots in WisVote</p> <p>See WisVote training materials: <a href="#">Manage Absentee Ballots</a></p>	<p>Deactivate the Absentee Ballots that were rejected at the polling place and provide a rejection reason.</p> <p>If ballots were already marked "Returned – To Be Rejected" in WisVote, nothing further needs to be done.</p> <p>For ballots that were marked "Returned" but then were rejected at the polls, cancel those ballots in WisVote as <u>Rejected at Polls/MBOC</u> and provide the rejection reason.</p>
<p><input type="checkbox"/> Process Absentee Ballots</p>	<p>Enter any absentee ballots in WisVote that were not entered prior to Election Day.</p> <p>All ballots must be returned in time to be delivered to the polling place no later than 8pm on Election Day. Absentee ballots that are returned <b>after</b> the deadline should be cancelled in WisVote as <u>Ballot Returned After Deadline</u>.</p>
<p><input type="checkbox"/> Enter any Late Registrations in WisVote that were not entered prior to Election Day</p>	<p>To record a vote for any late registrations entered after Election Day, run the Post Supplemental Dialog.</p> <p>See WisVote FAQ titled: <b>Add Late Registration Voters to the Post-Supplemental List</b></p>

Tasks to Complete	Details
<input type="checkbox"/> Record Voter Participation <input type="checkbox"/> Check the Poll Book Votes Recorded Checkpoint  <b>Deadline: December 21, 2018</b>  See WisVote training materials: <a href="#">Voter Participation, Chapter 6.1</a> <a href="#">Record Votes, video tutorial</a>	<p>Voter participation must be recorded in WisVote <u>no later</u> than 45 days after a general election. There are two methods of recording voter participation:</p> <ol style="list-style-type: none"> <li>1) Directly select voter participation in WisVote (preferred method)</li> <li>2) Scan the barcodes associated with voter records on the poll book</li> </ol> <p>Check the <b>Poll Book Votes Recorded Checkpoint</b> in WisVote after a jurisdiction's voter participation records have been recorded.</p>
<input type="checkbox"/> Enter Election Day Registrations in WisVote <input type="checkbox"/> Check the EDR Complete Checkpoint  <b>Deadline: December 21, 2018</b>  See WisVote training materials: <a href="#">Election Day Registration, Chapter 6.2</a>	<p>Election Day Registrations must be entered into the correct Reporting Unit <u>no later</u> than 45 days after a general election.</p> <p><u>Remember to enter EDRs under the appropriate poll book using the EDR button at the top of the page. EDRs should not be entered through the Voter Registration tile.</u></p> <p>The <b>EDR Complete Checkpoint</b> is selected after all of your jurisdiction's election day registrations have been recorded.</p>
<input type="checkbox"/> ERIC Supplemental Poll List Voters, if applicable	<p>Scan signed/marked ERIC Supplemental Poll List pages and fax (608-267-0500) or email to the Elections Help Desk at <a href="mailto:elections@wi.gov">elections@wi.gov</a></p> <p>WEC does not need the entire ERIC Supplemental Poll List, please only send the signed/marked pages.</p> <p>If you process these voters on your own, WEC still would like the names of these voters for data quality purposes.</p>
<input type="checkbox"/> Review the Printed Poll Book	<p>Review the poll book for any typographical corrections written in by the election workers. Update voter records in WisVote, if necessary.</p>
<input type="checkbox"/> Review Statistics on the WisVote Poll Book Screen	<p>Review poll book statistics section to ensure the correct number of votes has been recorded. <u>Use the <b>recalculate</b> button, if necessary.</u></p> 

Tasks to Complete	Details
<input type="checkbox"/> Complete Election Reconciliation information (formerly WEDC/190 forms)  <b>Deadline: December 6, 2018</b>  See WisVote training materials: <a href="#">Elections Reconciliation Process</a>	<p>Review the information in the 2018 General Election under the <b>Election Reconciliation</b> tile for each reporting unit.</p>  <p><i>NOTE: Numbers and status reason will update overnight.</i></p>
<input type="checkbox"/> Check the Election Closed Checkpoint	<p>Once the election is closed, you will no longer be able to enter any absentee information for the election. In addition to closing your election, WisVote will automatically:</p> <ol style="list-style-type: none"> <li>1) Deactivate all election specific absentee applications</li> <li>2) Mark all not returned ballots as “Ballot Not Returned by Deadline”</li> <li>3) Mark all returned to be rejected ballots as “Rejected at Polls/MBOC”</li> <li>4) Archive reporting units used in this election and unlock your Election Plan, so it can be edited for future elections</li> </ol> <p><i>NOTE: Do not check the <b>Election Closed</b> Checkpoint until you have verified your reconciliation has been marked complete by WisVote.</i></p> <p><i>NOTE: Remember to send out your 30-day notice letter to the absentee voters who did not return a ballot before you close your election.</i></p>
<input type="checkbox"/> Enter EDR Postcard Statistics  <b>Deadline: January 4, 2019</b>	<p>The WEC will mail out EDR postcards. Clerks are required, per state law, to enter EDR postcard statistics. These statistics need to be entered within 90 days of the election at which time the WEC will post the information on its website. The clerk shall update on a monthly basis, should information change.</p> <p>A clerk communication with reporting instructions may be found at <a href="http://elections.wi.gov/node/4072">http://elections.wi.gov/node/4072</a></p>

Contact the WEC Help Desk for assistance at 608-261-2028 or [elections@wi.gov](mailto:elections@wi.gov)